



***Communications and Information
RECORDS MANAGEMENT PROGRAM***

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AFI 33-322, 01 Dec 1998, is supplemented as follows:

This supplement implements **AFI 33-322, 1 December 1998, Records Management Program**. It provides guidance on how to retire, transfer, and access retired records. It also outlines principles and guidelines for electronic record management until a formal record management application (RMA) software application has been fielded. It is applicable to all assigned and attached organizations who require records management support.

3. The Air Force Program Guidance.

3.3. 11 WG/SC (Commander, 11th Communications Squadron) has dual responsibility and is responsible for organizing a network of records managers for managing the program and ensuring compliance at all levels.

3.3.1. Oversight of this program is delegated to the Chief, Support Flight, 11th Communications Squadron.

3.4. 11 CS/SCSLD is the command records manager (CRM).

3.7. 11 CS/SCSLD has dual responsibility and is the Records Manager (RM).

5. Command Records Manager (CRM) and Agency Records Managers (ARM) (where applicable).

5.1. 11 CS/SCSLD is responsible for managing the records program.

5.2. 11 CS/SCSLD is responsible for establishing and managing a training program.

5.3. 11 CS/SCSLD is responsible for providing guidance on document imaging and electronic record keeping requirement.

5.4. 11 CS/SCLD is responsible for ensuring records generated by command or agency directive are scheduled.

5.4.1. 11 CS/SCSLD is responsible for providing instructions to the office of primary responsibility (OPR) on submitting records disposition recommendation (AF Form 525, **Records Disposition Recommendation**).

5.4.2. 11 CS/SCSLD is responsible for ensuring a command or FOA is designated as OPR for Air Force publications, the CRM or ARM makes sure records generated by the prescribed processes are scheduled.

5.4.3. 11 CS/SCSLD is responsible for ensuring ARMS make sure functional series records disposition is current.

5.5. 11 CS/SCSLD is responsible for establishing procedures to review contracts for record keeping requirements (see paragraph 10.)

5.6. 11 CS/SCSLD is responsible for reviewing each base RM program at least once every 24 months.

5.7. 11 CS/SCSLD is responsible for working with the Inspector General:

5.7.1. 11 CS/SCSLD is responsible for identifying areas requiring special review by command Inspector General (IG) teams.

5.7.2. 11 CS/SCSLD is responsible for providing compliance evaluation criteria and standards for functional area inspectors.

5.7.3. 11 CS/SCSLD is responsible for establishing cross-feed processes for IG reports containing records management evaluation.

5.8. 11 CS/SCSLD is responsible for establishing a local support agreement with the host base records manager for program assistance, training, and staging or shipping services.

6. Base Records Manager (RM) (11 CS/SCSLD).

6.1. Providing Assistance. The base records manager:

6.1.5. All customers must use the Records Information Management System (RIMS) software.

6.1.6. Chief of Office Records (COR) must coordinate exceptions for standard file plans with the Records Manager.

6.1.7. 11 CS/SCSP is responsible for forwarding publishing related products to the Records Manager for review for compliance with records management directives.

6.1.8. The primary focus for Staff Assistance Visits (SAVs) will be with the Functional Area Records Manager (FARM). SAVs will be conducted at least every 18 months and reports of findings will be submitted to the appropriate commander or staff agency chief. A suspense date for corrective actions will be established with the FARM. Random visits will be made to record custodians.

6.2. Managing Staging Areas:

6.2.1. The Staging Area is not manned daily. CORs must coordinate delivery and pickup times with the Records Manager.

6.2.2. Retirement or Transfer of Records.

6.2.2.1. Refer to AFI 37-138, Records Disposition—Procedures and Responsibilities, for guidance on how to maintain records in an office area. Transfer inactive records with a retention period of at least three (3) years remaining to the staging area.

6.2.2.2. Prepare SF Form 135, Records Transmittal and Receipt and SF 135A, Continuation, following guidelines in Figures 1 and 2. A SF 135 must be prepared and distributed for each accession as instructed in attachments 1 and 2 of this instruction.

6.2.2.3. Do not include classified information on the SF Form 135.

6.2.2.4. Submit SF Form 135 to 11 CS/SCSLD for approval and assignment of the accession number.

6.2.2.5. Upon deactivation of an office, the Chief of Records is responsible for transferring all records to the gaining organization or prepare them for retirement to a Federal Records Center.

6.2.3. Packing Records.

6.2.3.1. Refer to AFI 37-138, Chapter 6 for instructions on packing classified and unclassified records and sealing tape to use when packing records. Purchase tape from Office Eagle or a Defense Supply Service Store.

6.2.4. Electronic Records Management. Interim procedures have been disseminated to each FARM. Final guidelines are being developed by HQ AFCA, Scott AFB, IL.

6.3. Training.

6.3.1. Mass or individual (desk side) training will be provided. CORs must submit a request for desk side training to the Records Manager.

6.3.4. AF Form 1256, Certificate of Training, will be issued after the required training is completed.

7. Functional Area Records Managers (FARMS).

7.4. SAVs - refer to para 6.1.8. above.

8. Chief of an Office of Record (COR).

8.4. Send e-mails or Memorandum to 11 CS/SCSLD to establish training for record custodians.

8.7. Send the names of the primary and alternate record custodians to 11 CS/SCSLD by e-mail or Memorandum. Also, indicate if training is required.

11. Support Agreements (AFI 25-201, Support Agreements Procedures). 11 CS/SCX is the office of record for these support agreements.

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Commander